



# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

### MEMORANDUM

TO: All Massachusetts Water Companies

FROM: Kevin Brannelly, Director, Rates and Revenue Requirements Division

RE: Electronic Filing of Annual Returns

DATE: January 21, 2016

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Water companies engaged in the distribution and sale of water in Massachusetts are required to submit Annual Returns to the Department of Public Utilities ("Department") on or before March 31 of each year. G.L. c. 164, § 83; G.L. c. 165, § 2; 220 C.M.R. § 79.03. The Department is in the process of removing from its regulation the prescribed format of the Annual Return form. Rulemaking Pursuant to Executive Order 562, D.P.U. 15-183, at 4. As part of this process, we are converting the paper form to Microsoft Excel. Attached is a Microsoft Excel template that contains the water Annual Return and must be used by all companies in preparing their 2015 Annual Returns.<sup>1</sup>

The 2015 Annual Return must be submitted in Microsoft Excel or be converted to a searchable Adobe pdf document. The electronic Annual Return must be emailed to [DPU-annualreturns@state.ma.us](mailto:DPU-annualreturns@state.ma.us) and [mark.marini@state.ma.us](mailto:mark.marini@state.ma.us). The original paper Annual Returns must be mailed to Mark D. Marini, Department Secretary, Department of Public Utilities, One South Station, Boston, Massachusetts, 02110. A copy of the Return must also be mailed to Kevin Brannelly, Director, Rates and Revenue Requirements Division. If you need any assistance on this matter, please contact Paul E. Osborne, Assistant Director, Rates and Revenue Requirements Division, at 617-305-3669.

Finally, if this memorandum should be directed to another company representative, please provide the alternative contact information to Mark D. Marini, Department Secretary, at 617-305-3500 or [DPU-annualreturns@state.ma.us](mailto:DPU-annualreturns@state.ma.us) and [mark.marini@state.ma.us](mailto:mark.marini@state.ma.us). Thank you.

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<sup>1</sup> Please note that the Microsoft Excel template may need to be reformatted for your computer.